

BUYER

DEFINITION: Under general supervision, performs work of moderate difficulty in arranging volume purchasing of equipment, materials and supplies for the Navajo Nation; and performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Receives purchase requisitions; verifies specifications and requirements with requesting agency; compares costs and evaluates the quality and suitability of supplies, materials and equipment; verifies authorization approval; determines and initiates bidding process, requests for price quotes or advertising; locates sources of supply and places orders; prepares Requests for Direct Payment (RDP) when needed; processes regular requests utilizing vendor source lists; ensures compliance with applicable procurement policies and procedures.

Prepares contracts; ensures vendors meet all specifications and requirements; evaluates and negotiates bids where possible; selects and notifies vendor of purchase award; monitors vendor compliance with contract; ensures timely payment upon receipt of product; meets and corresponds with vendors and keeps informed on new products and market conditions and trends; maintains records and files in accordance with regulations; attends meetings, training and vendor shows.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of Navajo Nation Procurement processes and procedures.

Knowledge of bidding requirements.

Knowledge of basic mathematical calculations.

Knowledge of general office practices and procedures.

Knowledge of computer hardware, software and peripherals.

Knowledge of customer service and public relations practices.

Knowledge of sources of supply, market and price trends for a variety of materials, supplies, and equipment.

Skill in accurately and timely processing purchase requisitions for bidding and advertising.

Skill in analyzing, evaluating and interpreting specifications, contracts, and bids.

Skill in negotiating bids and contracts.

Skill in utilizing public relations techniques when responding to requests, inquiries and complaints.

Skill in establishing and maintaining effective working relationships.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work requires attention to detail in a standard office environment.

MINIMUM QUALIFICATIONS:

- A high school diploma or GED; and three (3) year of responsible purchasing experience.

PREFERRED QUALIFICATIONS:

- Experience working with Office of Management Budget (OMB) circulars.
- Proficient in Microsoft Office software or other computer applications.
- Experience making oral presentations.

THE NAVAJO NATION

Class Code: 4004
General Services and Maintenance Series
Procurement Group
Overtime Code: Non-Exempt
Pay Grade: 58

BUYER

SPECIAL REQUIREMENTS:

- Possess a valid state driver's license.

Supplemental Requirements:

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.